



# REQUEST FOR TENDERS

RFT: 2025/043  
File: SPREP 2/32; FN\_3/2/14  
Date: 6 June, 2025  
To: Interested consultant(s)/company/firm  
From: Clark Peteru, Legal Services and Governing Bodies

**Subject:** Request for Tender – Consultant to review SPREP Organisation Policies

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to review SPREP's Organisation Policies.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are **non-negotiable**. The Contract for Services template is provided in the Annex.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to*



*demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*

*Provide examples of past related work outputs*

*For the Technical and Financial proposals you may attach these separately.*

- iv. Must provide a copy of valid business registration/license and/or a copy of certification of incorporation (if not a sole trader).
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant(s)/company/firm satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
  - a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
  - f) Where relevant provide:
    - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
    - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.



- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 23 June 2025. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 25 June 2025.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

## 6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

## I. Technical Score – 80%

Criteria	Detail	Weighting
<b>1. Qualifications and Educational Background</b>	<ul style="list-style-type: none"> <li>i. Bachelor's degree (or higher) in law, Public Policy, Governance, Organisational Development or a relevant field.</li> <li>ii. Relevance of academic training to the scope of the policy review.</li> </ul>	10%
<b>2. Relevant Experience</b>	<ul style="list-style-type: none"> <li>i. Demonstrated experience (5 – 10+ years) in policy analysis, review, or development.</li> <li>ii. Past consultancy assignments with similar scope or sector.</li> <li>iii. Familiarity with institutional, public sector, or non-profit policy environments.</li> <li>iv. Experience working with multi-stakeholder processes or participatory policy design.</li> <li>v. Understanding of legal, regulatory, or policy frameworks relevant to the organisation's operations (e.g., environmental law, data governance, human rights).</li> <li>vi. Knowledge of national and/or international compliance standards or governance best practices.</li> </ul>	25%
<b>3. Methodology and Approach</b>	<ul style="list-style-type: none"> <li>i. Clarity, logic, and feasibility of proposed methodology.</li> <li>ii. Appropriateness of tools and techniques for policy review.</li> <li>iii. Integration of stakeholder consultation in the process.</li> <li>vii. Timeline and work plan quality.</li> </ul>	20%
<b>4. Policy Coherence and Alignment Expertise</b>	<ul style="list-style-type: none"> <li>i. Ability to assess how individual policies fit together within a broader framework.</li> <li>ii. Experience aligning policies with organisational strategy, values, and risk management systems.</li> </ul>	15%
<b>5. Communication and Writing Skills</b>	<ul style="list-style-type: none"> <li>i. Evidence of strong writing skills through submitted samples (e.g. policy documents, reports)</li> <li>ii. Clarity, accessibility and professionalism of written outputs.</li> <li>iii. Ability to translate complex issues into user-friendly policy language</li> </ul>	10%

## II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal



## 7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 07 July 2025, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2025/043: **Consultant to review SPREP Organisation Policies**'

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,  
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**

## **Annex A: Terms of Reference Consultant to review SPREP Organisation Policies**

### **1. Background**

- (a) The Secretariat of the Pacific Region Environment Programme (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific.
- (b) The establishment of SPREP in 1993 sent a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.
- (c) The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective delivery of services to SPREP Member countries and territories.
- (d) SPREP's mandate is to promote cooperation in the Pacific region and provide assistance to Pacific island countries and territories in order to protect and improve its environment and to ensure sustainable development for present and future generations.
- (e) The Secretariat of the Pacific Regional Environment Programme (SPREP) is committed to maintaining a coherent, relevant, and effective policy framework that guides its operations, governance, and strategic objectives. To this end, the organisation seeks to engage a qualified Consultant to review existing policies, identify areas for improvement, and provide practical recommendations and updates to align with legal, regulatory, and industry standards.

### **2. Purpose of the Assignment**

The purpose of this consultancy is to:

- a) Conduct a comprehensive review of the organisation's existing policies and procedures,
- b) Assess their relevance and coherence,
- c) Identify gaps or inconsistencies, and
- d) Propose updates or new policies where required.

### **3. Description of Services**

The Consultant will be responsible for delivering a structured and participatory review process. Specifically, the Consultant will:

- a) Document Collection and Review – Collect and examine all existing organisational policies and procedures, including those related to Human Resources, Finance, Data Management, Environmental Sustainability, Governance, and IT Security.
- b) Policy Review Framework – Develop a policy review framework or matrix that outlines the criteria for assessment, such as relevance, compliance, coherence, clarity, alignment with strategic goals, and benchmarking against industry standards or legal frameworks.
- c) Benchmarking – Compare policies with best practices, legal requirements, and peer organisations to assess gaps and opportunities.

- d) Gap Analysis – Conduct a gap analysis to determine whether policies are current and legally compliant, aligned with standards, internally consistent, and adaptable.
- e) Drafting and Revisions – Provide practical, actionable recommendations for updating, consolidating, or developing new policies.

#### 4. Scope of Work

The Consultant is expected to undertake the following activities:

- a) Initial review and scoping of policy documents
- b) Comparative analysis and benchmarking
- c) Preparation of draft and final reports

#### 5. Methodology and Approach

The Consultant will adopt a participatory, evidence-based, and comparative approach that ensures comprehensive engagement and analysis. The methodology will include:

- a) Inception Phase:
  - Conduct a kick-off meeting with the organisation's focal point.
  - Review background documentation and confirm deliverables and timelines.
- b) Policy Inventory and Assessment:
  - Conduct a systematic review of all existing policies using a custom-built assessment matrix.
  - Map and classify policies according to theme, relevance, and date of issue.
- c) Benchmarking and Legal Analysis:
  - Compare existing policies to international best practices and legal/regulatory frameworks relevant to the organisation.
  - Identify legal risks, compliance issues, or misalignments.
- d) Policy Drafting and Recommendations:
  - Draft revised or new policies in accessible language.
  - Provide an implementation roadmap for each policy, including guidance for dissemination, training, and monitoring.

#### 6. Deliverables

The Consultant is expected to deliver the following:

Deliverable	Description	Timeline
Inception Report	Methodology, work plan, and list of documents to review	Week 1
Policy Inventory and Review Matrix	Annotated list of policies and preliminary assessment	Week 2
Draft Policy Review Report	Full analysis and recommendations	Week 6
Final Policy Review Report	Revised after feedback	Week 8

## 7. Timeframe

The consultancy is expected to run for 8 weeks with flexibility to adjust deadlines based on mutual agreement and project needs.

## 8. Reporting and Oversight

The Consultant will report to the Legal Services and Governing Bodies Department and will coordinate regularly with the Legal Department or designated focal point.

## 9. Consultant Qualifications and Experience

The ideal Consultant will have:

- An advanced degree in Law, Public Policy, Organisational Development, or related field
- Demonstrated experience (5 – 10+ years) in policy analysis, review, or development.
- Proven experience conducting institutional or policy reviews
- Familiarity with governance and policy frameworks
- Strong writing and editing skills
- Experience engaging stakeholders through participatory methods

## 10. Selection Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weighting
1. Qualifications and Educational Background	10%
2. Relevant Experience	25%
3. Methodology and Approach	20%
4. Policy Coherence and Alignment Expertise	15%
5. Communication and Writing Skills	10%

### SPREP POLICIES

	<b>Topic</b>	<b>Policies, Standards, Procedures, and Guidelines</b>	<b>Dated</b>	<b>Type</b>
1	Audit	Audit Committee Charter	Oct. 2012	Charter
2	Audit	Internal Audit Charter	Dec. 2012	Charter
3	Data	Organisational Data Policy	Jan-19	Policy
4	ESS	Environmental and Social Safeguard Management System ESSMS Volume 1	Dec. 2016	Policy – V.1 & V.2
5		ESSMS Volume 2		
6	Finance	Cost Recovery Policy	Dec. 2016	Policy
7	Finance, Administration	Vehicle Usage Policy	Nov-12	Policy and Procedures
8	Finance	Financial Procedures Manual	Jan. 2017	Procedures
9	Finance	Financial Regulations	Sept. 2012	Regulations
10	Finance	Foreign Exchange Policy	Dec. 2016	Policy
11	Finance, Procurement	Procurement Policy and Procedures Man	Jan. 2025	Procedures
12	Finance	Programme management fees policy	Jan. 2025	Policy
13	Finance	Term Deposits Guiding notes	Nov. 2014	Guidelines (reference Financial Regs 24)
14	Finance	Reserve Policy	Jun. 2016	Policy
15	Finance	Sitting Fees	Aug. 2013	Policy
16	Finance	Travel Policy	Dec. 2016	Policy and Procedures
17	Governance	Fraud Prevention and Whistle-blower Protection Policy	2013	Policy
18	Governance	Gender Mainstreaming Policy	Dec. 2016	Policy
19	Governance	Governance Policy	Dec. 2016	Policy
20	Governance	Risk Management Policy	Dec. 2016	Policy



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21	Governance	Risk Management Manual	Dec. 2016	Manual
22	Governance	Internal Control Framework	Dec. 2016	Guidelines
23	HR	Annual Leave Policy	Jun. 2011	Policy
24	HR	Anti-Discrimination & Harassment Policy	Nov. 2004	Policy
25	HR	Approved Guidelines for Engagement of non-SPREP employees	May-19	Guidelines
26	HR	Child Protection Policy	Dec. 2016	Policy
27	HR	Definition of Dependents	May. 2011	Policy
28	HR	Education Allowance Policy	Apr. 2010	Policy
29	HR	Examination Leave Policy	Jun. 2011	Policy
30	HR	Family Leave Policy	Jun. 2011	Policy
31	HR	Group Life and Accidental Death & Disability Policy	Nov. 2012	Policy
32	HR	Medical Scheme	Apr. 2007	Guidelines
33	HR	Higher & Extra Duties Allowance Policy	Aug. 2009	Policy
34	HR	Job Evaluation Policy	Apr. 2010	Policy
35	HR	HIV Policy	Aug. 2005	Policy
36	HR	Learning and Development Policy	Jun. 2011	Policy
37	HR	Maternity Leave Policy	Jun. 2011	Policy and Procedures
38	HR	Recruitment and Selection Policy	Jun. 2011	Policy and Procedures
39	HR	Occupational Health and Safety	Aug. 2005	Policy
40	HR	Performance Development System	Oct. 2010	
41	HR	Remuneration Policy	Apr. 2012	Policy
42	HR	Sick Leave Policy	Jun. 2011	Policy
43	HR	Security Assistance Policy	May-11	Policy
44	IT	Access Control Policy	May. 2017	Policy
45	IT	Access Control Standards	May. 2017	Standards
46	IT	Antivirus Policy	May. 2017	Policy



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47	IT	Computer Equipment Procurement Policy	May. 2017	Policy
48	IT	Computing and Network Facilities Policy	May. 2017	Policy
49	IT	Email Policy	May. 2017	Policy
50	IT	Information Security Policy	May-17	Policy
51	IT	Internet Policy	May-17	Policy
52	IT	Mobile Phone Usage Policy	May-17	Policy
53	Library, Information	Library Collection Policy	2020	Policy
54	Library, Information	Library General Policies	Apr. 2019	Policy
55	Media	Media Engagement Policy	2012	Policy
56	Media	Social Media Policy		Policy
57	Project Management	Grant Policy and Procedures Manual	Jan. 2025	Procedures
58	Project Management	IA vs EA Guidance Note	Dec. 2016	Guidelines
59	Project Management	Operations Manual	Jan. 2017	
60	Project Management	Project Cycle	Feb. 2017	Policy
61	Project Management	Sub-Delegation Guidance Note	Dec. 2016	Guidelines
62	Records	Records Management Policy	Nov. 2017	Policy
63	Legal	Personal Data Policy	Jan. 2025	Policy